

## **APPENDIX F**

### **GLOSSARY**

#### **Allocated manpower**

The bulk Active Army military and civilian manpower spaces by identity and category contained in the HQDA PBG to MACOMs and separate agencies. The term may also be used to describe the spaces suballocated by MACOMs and sub-MACOMs to subordinate echelons.

#### **Authorized manpower**

That portion of required manpower that --

- a. Can be supported by allocated manpower.
- b. Is reflected in the authorized columns of current or projected authorization documents.

#### **Category**

The designation of positions as military or civilian. Each category is further divided into identities.

#### **Civilian employment ceilings**

Limitations on the number of civilian employees who may be on the rolls in pay status. Ceilings may be continuous. Those that are effective on the last day of the fiscal year are known as "end strength". Other ceilings have been placed on--

- a. DA or individual theaters, commands, agencies, or activities.
- b. Total employment, total direct hire employment, total number of high-grade positions, or employees working full time in permanent positions.
- c. A regional or national basis overseas.
- d. Employment under specified programs or appropriations.

#### **Hire or Hiring Lag**

Cumulative total of delays during which authorized civilian positions remain unfilled, measured on an installation, agency, or command basis. The average number of vacancies divided by total authorized civilian positions, is used to express hire lag as a percentage for any period.

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**Identity**

Designation of personnel positions as officer, warrant officer, and enlisted for military; and direct hire U.S. citizen, direct hire for foreign national, and indirect hire for civilians.

**Intermittents**

Consultants and other civilian employees in positions which require work on an irregular or occasional basis. Their hours or days of work are not based on a pre-arranged schedule. Also, compensation is only for the time actually employed or for service actually rendered.

**Manpower**

The number of men and women required by or authorized for the Army.

**Manpower Management**

Planning, programming, budgeting, and allocating manpower, and the development and evaluation of organizational structures; this includes determination of requirements and review of manpower use. The term refers to both the functions discharged collectively by manpower and resource management staffs and by commanders.

**Manpower Planning and Programming**

Projecting the total military and civilian work force and contract requirements to support approved force structures and force modernization. Programming is the allocation of manpower throughout the program years of FYDP to support the approved force structure, accomplish priority Army initiatives, and attain specified states of readiness.

**Manpower Requirements**

Human resources needed to accomplish specified workloads of organizations. The term manpower requirements is synonymous with required manpower.

**Manpower Space**

An authorization (AR 690-500) to--

- a. Have a soldier or civilian employee assigned to a command or agency in a pay status.
- b. Incorporate a military or civilian position on an authorization document.
- c. Establish a civilian position.

### **Manpower Staffing Standards System (MS-3)**

A manpower requirements determination approach based on workload-driven and functionally-oriented standards.

### **Manpower Standard**

An expression of the quantitative and qualitative manpower requirements for the performance of a defined set of functionally homogeneous tasks at varying levels of workload or services provided. Normally stated both as a mathematical equation relating required work-hours to workload factors, and in tabular format showing numbers and skills of people required for a range of incremental workload factor values.

### **Other Personnel**

Persons assigned or attached to other units, Services and activities, and contract equivalents, contributing to the performance of the mission and functions of a TDA activity.

### **Position Abolishment**

Abolishment of a position by management action, wherein there is no identifiable continuance of initial principal duties and responsibilities; residual duties of workloads are either discontinued or distributed to other positions or work centers.

### **Position Conversion**

The change of category (military or civilian) of an established, authorized position while retaining the principal responsibilities and duties of the position. The term is not related to TAADS data conversions or the Conversion Impact Analysis Report discussed in AR 310-49-1.

### **Position Management**

The process by which managers assign duties and responsibilities to positions, creating a position structure that provides for effective and economical accomplishment of missions and functions.

### **Program Budget Guidance**

A document issued by HQDA to convey to commands and agencies the objectives, policies, standards, support services, obligation estimates, and broad goals that have been approved to meet requirements generated by national military strategy. It provides military and civilian allocations for current budget, and all program fiscal years.

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**Program Manager**

An individual assigned responsibility to oversee the development and execution of a specific program (to include management of financial and manpower resources).

**Required Strength**

The minimum number of military and civilian personnel which an Army unit or activity requires to perform its mission effectively. Required strength in TDA and MOBTDA is based upon the manpower requirements approved by a manpower requirement authority.

**Staffing Guides**

Manpower staffing guides serve as a general planning document for determining requirements in TDA units when manpower standards are not available (see DA Pam 570-4).

**Structure Strength**

Required strength in TDA and structure strength in TOE/MTOE are the same. Permanent orders establishing or activating, reorganizing, or discontinuing or inactivating units normally refer to structure strength rather than required strength.

**The Army Authorization Documents System (TAADS)**

An automated system that supports the development and documentation of organizational structures, and the requirements for and authorizations of personnel and equipment needed to accomplish the assigned missions of Army units.